

Grand Traverse Commons
Joint City of Traverse City/Garfield Township Planning Commission

Regular Meeting
Tuesday, January 27, 2009
7:00 pm

Governmental Center, 2nd Floor
COUNTY COMMITTEE ROOM
400 Boardman Avenue
Traverse City, MI 49684
Posted: 1/23/09

AGENDA

1. Call Meeting To Order
2. Roll Call
3. Review and Approval of the Agenda- Conflict of Interest.
4. Approval of Minutes
 - a) January 7, 2008, special meeting (approval recommended).
5. Old Business
 - a) Discussion of parking.
 - b) Discussion of treatment of land.
 - c) Discussion of master plan schedule for completion.
6. New Business
7. Public Comment
8. Adjournment

The City of Traverse City does not discriminate on the basis of disability in the admission or access to or treatment or employment in, its programs or activities. Makayla Vitous, Assistant to City Manager, 400 Boardman Avenue, Traverse City, Michigan 49684, 922-4440, T.D.D., 922-4766, has been designated to coordinate compliance with the non-discrimination requirements. If you are planning to attend and you have a disability requiring any special assistance at the meeting and/or if you have any concerns, please immediately notify the ADA Coordinator.

Grand Traverse Commons
Joint City of Traverse City/Garfield Township Planning Commission

Regular Meeting

Minutes

Tuesday, January 6, 2009

7:00 pm

Governmental Center, Committee Room

400 Boardman Avenue

Traverse City, MI 49684

1. The meeting was called to order at 7:00 p.m.
2. Roll Call
Present: Commissioners Clark, Estes, Hale, Racine, and Warren
Absent: None
Staff: Russ Soyring and Kristie McCaw

3. Approval of agenda - Conflict of Interest

4. Approval of minutes
 - a) November 25, 2008 regular meeting (approval recommended).

Motion by Commission Warren, seconded by Commissioner Estes to approve the minutes as presented. Upon vote, motion carried 5-0.

5. Old Business
 - a) Discussion of Transportation Network.

Harry Burkholder, LIAA addressed the Commission
Russ Soyring, City Planning Director addressed the Commission
Tim Lodge, City Engineer addressed the Commission

Discussion.

- b) Discussion of Policy regarding parking.

Harry Burkholder, LIAA addressed the Commission
Russ Soyring, City Planning Director addressed the Commission
Tim Lodge, City Engineer addressed the Commission

Discussion.

- c) Discussion of location of Development Zones.

Harry Burkholder, LIAA addressed the Commission
Russ Soyring, City Planning Director addressed the Commission
Tim Lodge, City Engineer addressed the Commission

Discussion.

- d) Discussion of South Commons Campus Entrance.

Harry Burkholder, LIAA addressed the Commission
Russ Soyring, City Planning Director addressed the Commission
Tim Lodge, City Engineer addressed the Commission

Discussion.

Mike Groleau, Recreational Authority Board, spoke
Mac McClelland, Otwell Mawby, spoke
Gerry Harsch, 803 South Union Street, spoke

- e) Update of the schedule with LIAA regarding the proposed Master Plan.

Discussion.

6. New Business

None.

7. Public Comment

None.

8. Adjournment

The meeting was adjourned at 8:42 p.m.

Dated

Jan Warren, Secretary

Grant Traverse Commons Planning Project Revised Scope of Work

Background - Partnerships for Change Service Grant

The *Partnerships for Change Sustainable Communities Program* awarded a \$60,000 service grant to the City of Traverse City and Garfield Charter Township (Project Partners), and the ***Grand Traverse Commons Joint Planning Commission*** in July 2008. Our project goals included the development of a new Master Plan and Zoning Ordinance for the Grand Traverse Commons.

Early in the planning process, LIAA learned of *separate* planning process involving the Grand Traverse Commons. With the assistance of Otwell Mawby P.C., the ***City of Traverse City and Charter Township of Garfield Recreation Authority*** is involved in planning the design and implementation of the *South Campus Entrance* – formally known as the Franke Road Extension. Due to the significant affect a new *South Campus Entrance* would have on the overall development of the Commons and the development of the master plan, the ***Grand Traverse Commons Joint Planning Commission*** and the Project Partners agreed to link the two planning processes. As a result, the planning process has deviated from the original project time-frame to match the planning time-frame for the *South Campus Entrance*.

Over the last several months, LIAA has completed a series of tasks that have focused on the design and development of the *South Campus Entrance* and overall circulation plan. However, with the preliminary circulation options in place, it is important that project now focus on the development of the greater Master Plan and Zoning Ordinance. To date, LIAA has used roughly \$23,000 of the funding allotted to this service grant. The following pages outline the remaining tasks and milestones regarding the completion of the project.

Remaining Tasks, Milestones and Key Dates

Task 1. Complete Community Visioning/Explore Alternatives And Develop Consensus

Time Frame: Jan - March

To ensure the development of a Master Plan that is shaped and supported by local officials and citizens of the greater community, LIAA will work with the Joint Planning Commission and the Project Partners to assess the needs and aspirations of area citizens, local business owners, surrounding neighborhood residents, public officials and other key stakeholders. Over the last several months, we have convened two stakeholder meetings. The first focused on obtaining a general overall vision for the Grand Traverse Commons. The second stakeholder meeting focused on obtaining a vision for the *South Campus Entrance* and campus circulation (vehicles/pedestrians) plan. In addition to the stakeholder meetings, LIAA met with a number of local and state transportation-related public agencies to discuss and clarify the legal framework and understanding for the development of the *South Campus Entrance* and campus circulation plan.

Consistent with the results of the stakeholder meetings, the agency meeting and meetings with the Joint Planning Commission, LIAA worked with the Garfield Charter Township's Planning Department and City of Traverse City's Planning and Engineering Department to develop several alternatives strategies

and options (illustrations and maps) for the *South Campus Entrance* and campus circulation plan. We intend to present and discuss these alternative strategies and options at a February 19th public meeting.

LIAA will present a summary of the results from this public meeting to the Joint Planning Commission and Project Partners for review and comment. We will then work with the Garfield Charter Township's Planning Department and City of Traverse City's Planning and Engineering Department to develop the preferred design option for the *South Campus Entrance* and campus circulation plan. This preferred design will be presented at a March 12th public meeting.

Over the next two months, LIAA needs to work with the Joint Planning Commission and Project Partners to establish a vision (with goals, objectives and strategies) for the entire campus. The goals, objectives and strategies should address the character, buildings, development, grounds/landscape, streets, parking and infrastructure of the Commons. In addition, we will work with the Joint Planning Commission to develop the future land use map and zoning plan (not the zoning ordinance). We will present the goals, objectives, strategies, future land use map and zoning plan at the March 12th public meeting. This effort will require at least one special Joint Planning Commission meeting prior to the March 12th meeting.

Key Dates and Milestones

Joint Planning Commission Meeting: January 27, 2009

Proposed Special Joint Planning Commission Meeting: Week of February 9th - 13th 2009

Public Meeting: February 19, 2009

Joint Planning Commission Meeting: February 24, 2009

Public Meeting: March 12th, 2009

Special Joint Planning Commission Meeting: Week of March 23 – 27th, 2009

Task 2. Drafting and Adopting the Master Plan

Time Frame: April - May

As the public visioning and consensus activities are completed, LIAA will draft a *preliminary* master plan for consideration by the Joint Planning Commission and the Project Partners. The preliminary draft plan will be consistent with the framework established in the project application and the guidelines established by the *Michigan Planning Enabling Act*. LIAA will work with the Joint Planning Commission and Project Partners to review the preliminary draft master plan in detail, identifying and correcting any errors and improving the draft wherever possible.

In addition to the formal master plan, LIAA will work to develop a *Master Plan Summary*. The *Master Plan Summary* will provide a graphical representation of the key features of the Master Plan and proposed future development of the campus. This poster-sized document will include illustrations and text designed to clearly articulate the a vision for the redevelopment of the campus.

Upon the revision and approval of the final draft Master Plan by the Joint Planning Commission and Project Partners, LIAA will provide recommendations for the formal adoption of the Master Plan in accordance with the guidelines outlined in the Michigan Planning Enabling Act.

Key Dates and Milestones

Joint Planning Commission Meeting – Preliminary Draft Master Plan Due: April 22, 2009

Joint Planning Commission Meeting: April 28, 2009

City Commission Meeting (Presentation): May 18, 2009

Township Board Meeting (Presentation): May 28, 2009

Task 3. Drafting the Zoning Ordinance

Time Frame: May - June

Upon the completion and formal adoption of the master plan, LIAA will begin to work with the Joint Planning Commission and Project Partners to develop a zoning ordinance in compliance with the guidelines established under the Michigan Zoning Enabling Act. Based on the Master Plan (including the zoning plan), the zoning ordinance may include substantial illustrations, demonstrating among other things the height, scale, location, character and use of buildings and parcels. We anticipate this process will entail at least one public meeting.

Key Dates and Milestones

Joint Planning Commission Meeting – Preliminary Draft Zoning Ordinance Due: June 23, 2009

Task 4. Adopting the Zoning Ordinance

Time Frame: July - August

Upon the development of a preliminary ordinance, LIAA will submit the zoning ordinance to the Joint Planning Commission and the Project Partners for review and comment. The Joint Planning Commission and the Project Partners will also submit the preliminary zoning ordinance to their respective legal-council for review and comment. We will then work with the Joint Planning Commission and the Project Partners (including legal-council) to review the preliminary ordinance in detail, identifying and correcting any errors and improving the ordinance wherever possible.

Upon the revision and approval of the *final* zoning ordinance, LIAA will assist the Joint Planning Commission and Project Partners in the formal adoption of the zoning ordinance in accordance with the guidelines (public notices, public hearing) outlined in the Michigan Zoning Enabling Act.

Key Dates and Milestones

Joint Planning Commission Meeting – Discuss Draft Zoning Ordinance: July 23, 2009

City Commission Meeting (Presentation): August

Township Board Meeting (Presentation): August